

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-1235

Page 1 of 2

Agency: HOWARD SOIL CONSERVATION DISTRICT

Division/Unit:

Item No.	Description	Retention
	<p><u>This Schedule Supersedes C-932</u></p> <p>“The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”</p>	
1	<p>Administration and Budget</p> <p>A. Correspondence, agreements, file retention, memorandums</p> <p>B. Budget and purchase documents</p>	<p>Retain 5 years and then destroy. Review prior to destruction for further retention requirement. Any items deemed to have fiscal, legal, or historical value to the District transfer to Maryland State Archives (MSA) every 5 years.</p> <p>Retain for 5 years then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Date: 10/8/13

Signature: 

Typed Name: Robert Ensor

Title: District Manager

Schedule Approved by County Records Management Representative

Date: 10/10/13

Signature: 

Schedule Authorized by State Archivist

Date: 11-5

Signature: 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C-1235

Page 2 of 2

Agency: HOWARD SOIL CONSERVATION DISTRICT

Division/Unit:

Item No.	Description	Retention
2	Howard Soil Conservation District (HSCD) Board <ul style="list-style-type: none"> Minutes, Reports 	Retain permanently in office and transfer copies to Maryland State Archives (MSA) every 5 years.
3	Farm (Cooperator) Plans <ul style="list-style-type: none"> Plans, documents, correspondence 	Continuous record. Maintain as a perpetual file by updating when amended or revised, and destroying obsolete material with the following exception: Transfer to the MSA any material that serves to document the origin, development, and accomplishments of the office, and has continuing historic value.
4	Subdivision/Grading Plans – No Ponds <ul style="list-style-type: none"> Plans, documents, correspondence 	Retain for 5 years then destroy.
5	Subdivision/Grading Plans – With Ponds <ul style="list-style-type: none"> Plans, documents, correspondence 	Retain until scanned to MSA standards, then destroy. Retain images for seventy (70) years, then destroy.
6	Pond As-builts <ul style="list-style-type: none"> Plans, documents, correspondence 	Retain until scanned to MSA standards, then destroy. Retain images for seventy (70) years, then destroy.

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>6</u>
1. Department/Agency Howard Soil Conservation District	2. Division N/A	3. Unit N/A
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title (1A) Administration and (1B) Budget	5. Earliest Year/Latest Year <u>1945</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purpose: To store official correspondence, file retention, agreements, MOU's and contracts between the District and other agencies, and to track annual budget and purchase documents. Description: Memorandums, photographs, spreadsheets, and other papers related to normal operations.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room) 708 Lisbon Center Dr., Ste 'E', Woodbine, MD 21797
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Recommended Retention (1A) Administrative - Retain 5 years and then destroy Review prior to destruction for further retention requirement. Transfer any items deemed to have fiscal, legal, or historical value to the District every 5 years to MSA. (1B) Budget and purchase documents- Retain for 5-yrs. then destroy.		19. Name and Title of Preparer Geoffrey W. Schoming, Engineering Specialist III
20. Telephone Number 410-489-7987		21. Date 4/11/2013

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>6</u>
1. Department/Agency Howard Soil Conservation District	2. Division N/A	3. Unit N/A
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Howard Soil Conservation (HSCD) Board	5. Earliest Year/Latest Year <u>1945</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purpose: To document the decisions and actions of the District Board members. Description: 8.5" x 11" reports of Howard SCD Board Meetings held on a regular (monthly) basis, Member Information, agendas, sign-up sheet.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 708 Lisbon Center Dr., Ste 'E', Woodbine, MD 21797	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain permanently in office per Federal (USDA), State (MDA) and local partner's privacy guidelines.	
19. Name and Title of Preparer Geoffrey W. Schoming, Engineering Specialist III	20. Telephone Number 410-489-7987	21. Date 4/2/2013

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>6</u>
1. Department/Agency Howard Soil Conservation District	2. Division N/A	3. Unit N/A
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Farm (Cooperator) Plans	5. Earliest Year/Latest Year <u>1945</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purpose: To document the investigation, evaluation, survey, construction and maintenance of land management plans developed for land-owners per Maryland Agriculture Code Title 8. Description: Management and Construction Plans developed for land-owners for controlling erosion, sediment and nutrients are developed (typically on 8.5" x 11" and/or 24" x 36" paper) for ongoing reference during cost-share, enforcement or other terms of agreements.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Arch D size</u>	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>12</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>0.1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 708 Lisbon Center Dr., Ste 'E', Woodbine, MD 21797	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Federal & State regulations	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Same retention as Item 2	
19. Name and Title of Preparer Geoffrey W. Schoming, Engineering Specialist III	20. Telephone Number 410-489-7987	21. Date 4/11/2013

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>6</u>
1. Department/Agency Howard Soil Conservation District	2. Division N/A	3. Unit N/A
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Subdivision/Grading Plans- No Ponds	5. Earliest Year/Latest Year <u>1977</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purpose: Plans for review and approval for sediment control pursuant to Maryland Environment Code, Title 4 and COMAR Title 26.09.01 Description: Plans describe means by which owners, builders and developers shall control erosion and sediment during disturbance and grading of residential and commercial properties, and other construction sites.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Arch D Size</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>72</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>14</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 708 Lisbon Center Dr., Ste 'E', Woodbine, MD 21797	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Howard County DPZ	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Howard County DPZ system	18. Recommended Retention Retain for 5 years then destroy.	
19. Name and Title of Preparer Geoffrey W. Schoming, Engineering Specialist III	20. Telephone Number 410-489-7987	21. Date 4/2/2013

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>6</u>
1. Department/Agency Howard Soil Conservation District	2. Division N/A	3. Unit N/A
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Subdivision/Grading Plans- With Ponds	5. Earliest Year/Latest Year 1977 to 2012	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purpose: Plans for review and approval for sediment control and pond construction pursuant to Maryland Environment Code, Titles 4 & 5, and COMAR Titles 26.09.01 and 26.17.04. Description: Plans describe means by which owners, builders and developers shall control erosion and sediment during disturbance and grading of residential and commercial properties, and other construction sites, and how small ponds are to be designed and constructed.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>Arch D Size</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>28</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 708 Lisbon Center Dr., Ste 'E', Woodbine, MD 21797	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Howard County DPZ	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Howard County DPZ System	18. Recommended Retention PERMANENT: Retain paper until scanned to Maryland State Archives (MSA) standards then destroy. Maintain images permanently and transfer to MSA every 5 years.	
19. Name and Title of Preparer Geoffrey W. Schoming, Engineering Specialist III	20. Telephone Number 410-489-7987	21. Date 4/2/2013

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>6</u>
1. Department/Agency Howard Soil Conservation District	2. Division N/A	3. Unit N/A
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Pond As-builts	5. Earliest Year/Latest Year 1977 to 2012	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purpose: Mark-ups upon those approved plans with ponds, to denote actual elevations, dimensions, etc., pursuant to Maryland Environment Code Title 5 and COMAR title 26.17.04 Description: Prints of original signature plans are redlined and certified by registered professional engineers. They include any letters, computations and other items to ensure satisfaction that pond safety requirements have been met.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>13</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Folders</u> 10. Annual Accumulation <u>13</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 708 Lisbon Center Dr., Ste 'E', Woodbine, MD 21797	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Access Database	18. Recommended Retention PERMANENT: Retain paper until scanned to Maryland State Archives (MSA) standards then destroy. Maintain images permanently and transfer to MSA every 5 years.	
19. Name and Title of Preparer Geoffrey W. Schoming, Engineering Specialist III	20. Telephone Number 410-489-7987	21. Date 4/2/2013